
LLCC Board of Trustees Regular Meeting

December 11, 2023

Gordon Gates, Chair

Wayne Rosenthal, Vice Chair

Samantha Enz, Secretary

Vicki Davis

Ken Elmore

Jeff Fulgenzi

Mark Holaway

Rayna Herzog, Student Trustee

Charlotte Warren, President

**BOARD OF TRUSTEES
LINCOLN LAND COMMUNITY COLLEGE
ILLINOIS COMMUNITY COLLEGE DISTRICT #526**

**AGENDA
REGULAR MEETING**

Monday, December 11, 2023
5:15 P.M.

Lincoln Land Community College
Robert H. Stephens Room

I. Preliminary Matters

- A. Roll Call
- B. Pledge of Allegiance
- C. Adoption of Agenda of the December 11, 2023 Meeting
- D. Regular Board Meeting Dates from January 2024 through December 2024
- E. Introductions and Recognitions
- F. Hearing of Citizens

II. Consent Agenda

- A. Approval of Minutes of the Regular Meeting of November 20, 2023
And the Minutes of the Decennial Committee Meeting
- B. Ratify Payments of Cash Disbursements for November and the
November Treasurer's Report
- C. Out-of-State Travel
 - 1. Ratification of Out-of-State Travel
 - 2. Approval of Out-of-State Travel
- D. Budget/Financial Items
- E. Purchasing
 - 1. Spring 2024 Forward Magazine
 - 2. Multi-person Bus for Agriculture
 - 3. Pickup Truck for Agriculture Department
 - 4. Technology Equipment for the Student Services Area
Renovation
- F. Contracts/Agreements
 - 1. Monthly Training Contract/Clinical Agreement Status Report
 - 2. Lightcast Renewals
- G. Monthly Grant Status Report
- H. Facility Leases
- I. Construction Items
- J. Other Items

III. Action Agenda

- A. Policies
 - 1. Revision to Board Policy 8.12 – Leaves
 - 2. Revision to Board Policy 5.28 – Accessibility Services
- B. Academic Services Division Items

- C. Student Services Division Items
- D. Administrative Services Division Items
 - 1. FY2023 External Audit
 - 2. Establishment of 2023 Tax Levy
- E. Information Technology Items
- F. Executive Division Items

IV. Information Items

- A. Staff Reports
 - 1. Academic Services
 - 2. Student Services
 - 3. Administrative Services
 - a. Position Vacancies and Hires
 - b. Construction Progress Update
 - c. Monthly Financial Report
 - 4. Information Technology
 - 5. Advancement Office
 - 6. Executive Division
 - a. Review of Agenda Master Calendar
- B. President's Report
- C. Report from Faculty Senate
- D. Report from Faculty Association
- E. Report from Classified Staff
- F. Report from Professional Staff
- G. Report from Facilities Services Council
- H. Chairman's Report
- I. Secretary's Report
- J. Foundation Report
- K. Other Board Members' Reports

V. Strategic Discussion

VI. Executive Session

- A. Personnel Matters
- B. Pending /Imminent Legal Matters

VII. Actions from Open/Executive Session

- A. Approval of Personnel Matters

VIII. Adjournment

I. Preliminary Matters

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Regular Board Meeting Dates from January 2024 through
December 2024

DATE: December 11, 2023

In accordance with Section 2.02 of the Open Meetings Act, the Board has adopted a schedule for regular meetings at the beginning of each calendar year.

The Board traditionally meets on the fourth Wednesday of each month. I am requesting that we hold the January 2024 meeting on January 22, November 2024 meeting on November 20, and the December 2024 meeting on December 16. Some meetings may be held at off-campus locations.

Except for any off-campus meetings, all regular meetings of the Board shall commence at 5:15 p.m. in the Robert H. Stephens Room.

MOTION: Move to approve the schedule of meetings from January 2024 through December 2024 as the fourth Wednesday of each month, except for January, November, and December. Except for any off-campus meetings, all regular meetings of the Board shall commence at 5:15 p.m. in the Robert H. Stephens Room of Menard Hall, 5250 Shepherd Road, Springfield, Illinois.

II. Consent Agenda

AGENDA ITEM II.B

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Ratify Payments of All Cash Disbursements for November and the
November Treasurer's Report

DATE: December 11, 2023

In accordance with Lincoln Land Community College Board of Trustees Policy 6.1, the following items are available in the President's Office and Vice President, Administrative Services Office for your review and subsequent action:

- A. The Cash Disbursement Register including the Check Register of bi-monthly accounts payable checks, E-commerce refunds, ACH and Wire transactions issued during November, 2023, (payments for purchase order payments, equipment, supplies, lease payments, maintenance agreements, travel in accordance with the Local Government Travel Expense Control Act, employee reimbursements, membership dues, subscriptions, club vouchers, medical claim payments, pre-paid purchase orders, and time sensitive payment due dates – generally, items included under Board Policy 6.6).
- B. The Treasurer's Report for the month ending November 30, 2023.

MOTION: Ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during November 2023, and ratify the November 30, 2023, Treasurer's Report.

AGENDA ITEM II.C.2**MEMORANDUM**

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Out-of-State Travel
DATE: December 11, 2023

Name	Meeting	Location	Purpose	Amount
Alexander, Sue	Coalition on Adult Basic Education	Nashville, TN	Professional Development	\$2,844*
Sim, Darlene	Coalition on Adult Basic Education	Nashville, TN	Professional Development	\$2,844*
Mendoza, Patty	Coalition on Adult Basic Education	Nashville, TN	Professional Development	\$3,044*
Hentrich, Marybeth	Coalition on Adult Basic Education	Nashville, TN	Professional Development	\$2,844*
Gardner, Jeff	Associated Equipment Distributors Summit	Las Vegas, NV	Professional Development	\$1,644*
Smith, Roger	GE Aerospace	Lafayette, IN	Student Trip	\$16
Pietrzak, David	GE Aerospace	Lafayette, IN	Student Trip	\$166**
Beckmier, Craig + 20 Students	Dixie International Livestock Judging	Jackson, MS	Student Trip	\$4,660*
Beckmier, Craig + 12 Students	Cattleman's Classic & National Western Livestock Judging	Oklahoma City, OK & Denver, CO	Student Trip	\$14,596*

Beutke, Kyle	North Central Meat Eval. Livestock Judging	West Lafayette, IN	Student Trip	\$216*
Beutke, Kyle	Dixie International Livestock Judging	Jackson, MS	Student Trip	\$162*
Beutke, Kyle	Blue Dragon Classic Livestock Judging Team	Hutchinson, KS	Student Trip	\$270*
Beutke, Kyle	Houston Livestock Show	Houston, TX	Student Trip	\$512*
Beckmier, Craig + 12 Students	Houston Livestock Show	Houston, TX	Student Trip	\$10,547*
Beckmier, Craig + 12 Students	San Antonio Livestock Show	San Antonio, TX	Student Trip	\$7,556*
Beckmier, Craig + 8 Students	Blue Dragon Classic Livestock Judging Team	Hutchinson, KS	Student Trip	\$4,238*
Beckmier, Craig + 14 Students	North Central Meal Eval. Livestock Judging	West Lafayette, IN	Student Trip	\$3,640*
Beutke, Kyle	Cattlemen's Classic & National Western Livestock Judging	Oklahoma City, OK & Denver, CO	Student Trip	\$594*
Beutke, Kyle	San Antonio Livestock Show	San Antonio, TX	Student Trip	\$295*
Warren, Charlotte	Association Of Community College Trustees	Washington, DC	Administrative Travel	\$2,384
Riggle, Ron	National Junior College Athletic Association	Charlotte, NC	Athletic Travel	\$0***
Bauer, Gillian + 6 Students	Phi Theta Kappa	Orlando, FL	Student Trip	\$14,555*

Reif, Samantha	Svalbard In-Depth Educational Tour	Svalbard, Norway	Professional Development	\$4,490****
Constant, Marlena	Learning Together in a Special Place: Perspectives on Leadership	Mercatello sul Matauro, Italy	Professional Development	\$4,250*
Watkins, Danyle	Learning Together in a Special Place: Perspectives on Leadership	Mercatello sul Matauro, Italy	Professional Development	\$4,250*
Branham, Amy	Crohn's and Colitis Congress	Las Vegas, NV	Professional Development	\$2,263

* Grant/Club Funded

** \$150 Grant funds; \$16 Education Fund

*** Paid by NJCAA

**** Total cost of trip is \$18,000. College will reimburse \$4,490 from Faculty Professional Development Funds. Employee funding balance of trip.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Spring 2024 Forward Magazine

DATE: December 11, 2023

The College issued a Request for Proposals for the printing, mailing, and delivery of the Forward Magazine for the Spring 2024 semester. We plan to print and distribute 160,000 Forward Magazines. Recycled paper and environmentally friendly inks will be used in the printing of this publication.

Given the uncertainty and volatility currently in the paper market, we changed our price structure for this procurement. Bids were evaluated on fixed costs (excluding paper) to produce the magazine and a mark-up rate on paper. Paper expense will be reimbursed once paper is purchased by the vendor and invoice has been provided.

Bidder	Total Fixed Costs, including delivery 160,000 Forward Magazines (1 issue) (32 pages)	% Mark-up on Paper Cost
Premier Print Group (Champaign, IL)	\$14,601	3%
Taylor Print Impressions (Bloomington, IL)	\$66,347	3%

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Sunday, November 12, 2023, edition of the State Journal Register.

In addition to the bidders above, the solicitation was also sent to: American Marketing Services, Mundelein; BFM Group Inc., Lake Saint Louis, Mo; Bloomington Offset, Bloomington; Color World of Printing, Springfield; Consolidated Printing Company, Chicago; Cross Rhodes Print and Technologies, Lombard; Dan’s Printing and Office Supplies, Oak Forest; Fidelity Print Communications, Broadview; Fineline Printing Group, Indianapolis, IN; GH Printing Co., Downers Grove; Grace Printing and Mailing, Chicago; Hagg Press, Inc., Elgin; Hilton Publishing, Inc., Chicago; Kingery Printing Company,

Effingham; KK Stevens Publishing, Astoria; Lake Shore Business Forms, Mokena; LE Print Express, Sycamore; Marketing.com, Eureka, MO; Print X-Press, Chicago; Promoframes, LLC, Schaumburg; Pro-Type Printing, Paxton; Richards Graphic Communications, Inc., Bellwood; RPM Design + Production, Campton Hills; Sharp Mill Graphics, Tinley Park; Sunrise Digital, Chicago; Trinity Graphic & Packaging Solutions, Wheaton; Wright Business Systems, Inc., Valencia, PA.

Budget Impact:

Total Funds Requested: \$55,000
Source of Funds: Operating Funds
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

N/A

How will proposed agenda item be measured?

N/A

<p>MOTION: Move to approve a purchase order to Premier Print Group for the printing, mailing, and delivering of the Spring 2024 issue of the Forward Magazine at the total estimated cost of \$55,000 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2023-14.</p>
--

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Multi-person Bus for Agriculture

DATE: December 11, 2023

The College issued a request for proposal for a fourteen-person bus to accommodate our Agriculture Department; however, no bids were received when we opened bids on October 6, 2023. Our solicitation was sent to multiple dealerships in Springfield and others throughout Central Illinois.

Carpenter Bus Sales, who provided our current Ag bus, will be receiving buses that are currently being manufactured that meet our desired specifications. Given we have publicly bid this bus, we have performed the necessary due diligence required by the College; therefore, we are seeking approval to purchase a bus currently being manufactured. The proposed price would be \$111,900. The vendor would require a \$10,000 security deposit. Delivery of the bus is expected to be early 2024.

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Sunday, September 24, 2023, edition of the State Journal-Register.

The solicitation was sent to: Midwest Transit Company, Kankakee; Bob Ridings, Taylorville; Green Dodge, Springfield; Green Toyota, Springfield; Jennings, Beardstown; Landmark Ford, Springfield; Morrow Brothers, Beardstown; Uftring Auto Group, Peoria.

Budget Impact:

Total Funds Requested: \$111,900
Source of Funds: Kreher Farm Perpetual Charitable Trust
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Student groups will have safe and reliable transportation for their travel needs.

How will proposed agenda item be measured?

N/A

MOTION: Move to approve Carpenter Bus Sales to provide a 14-passenger bus to Lincoln Land Community College with a total commitment of \$111,900.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Pickup Truck for Agriculture Department

DATE: December 11, 2023

The college recently sought Invitations to Bid for a pickup truck for the Agriculture Department. A summary of the bids received is below.

Vendor	Product	Price
Victory Lane	2024 Ram 2500 Tradesman Crew	\$51,699

As required by section 6.4 of the LLCC Board Policy, an advertisement for public bid was published in the Sunday, November 19, 2023, edition of the State Journal Register.

The following companies were mailed an Invitation to Bid, but chose not to respond: Bob Ridings Ford, Taylorville; Green Dodge, Springfield; Green Toyota, Springfield; Jennings, Beardstown; Landmark Ford, Springfield; Morrow Brothers Ford, Greenfield; Uftring Chevrolet, Washington/East Peoria; Anderson Ford Mercury, Clinton; B&B Motors, Havana; Landmark Ford East, Springfield; Leman Ford, Bloomington; O'Brien Ford, Peoria, Jackson Ford, Decatur; Jim Xamis Ford Lincoln Mercury, Lincoln; Roland Rich Ford Mercury, Delavan.

Budget Impact:

Total Funds Requested: \$51,699
Source of Funds: Kreher Farm Perpetual Charitable Trust
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Students, faculty, and staff that utilize this vehicle through student trips and departmental travel will be provided with a safe and reliable means of transportation.

How will proposed agenda item be measured?

N/A

MOTION: Move to approve Victory Lane to provide a 2024 Dodge Ram 2500 to Lincoln Land Community College with a total commitment of \$51,699, in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2024-10.

AGENDA ITEM II.E.4

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Technology Equipment for the Student Services Area Renovation

DATE: December 11, 2023

Board approval is requested for the purchase of new technology equipment for the Student Services area renovation in Menard Hall. With the purchase of multiple items, the college will receive a volume discount.

Item	Quantity	Total Price
Computer	64	\$ 54,400
Computer - Mini	9	\$ 7,860
Computer - Kiosk	4	\$ 4,000
24" Workstation Monitor	9	\$ 2,160
24" Lab Monitor	61	\$ 8,480
55" TV	34	\$ 16,260
75" TV	5	\$ 3,990
Teams Room system	3	\$ 15,580
Mic Pod Extension	1	\$ 300
Mic Pod Hub	1	\$ 200
CAT6 Patch Cables	75	\$ 190
Monitor Stands	3	\$ 120
TV Wall Mounts	40	\$ 1,760
3' HDMI Cable	40	\$ 285
10' HDMI to Display port Cable	34	\$ 385
Short Throw Laser Projector	1	\$ 4,000
Projector Mount	1	\$ 45
Workgroup MFP Printer	1	\$ 500
Document Scanner	4	\$ 3,560
Desktop Printers	14	\$ 5,600
Misc. Network	1	\$ 20,500
Network Switch	9	\$ 43,500
Total Price		\$ 193,675

Budget Impact:

Total Funds Requested:	\$193,675
Source of Funds:	Restricted FFE
Projected Revenue:	N/A
Projected Savings:	N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

Technology will directly benefit the student learning experience by enabling access to digital content and services.

How will proposed agenda item be measured?

This project will be measured first by completion within the predetermined budget and time allotted for completion, and then by the satisfaction of the users and stakeholders.

MOTION: Move to approve the purchase of technology equipment for the Student Services area renovation in Menard Hall at an approximate cost of \$193,675.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Training Contract/Clinical Agreement Status Report

DATE: December 11, 2023

The following is the current Training Contract/Clinical Agreement Status Report for LLCC.

The Continuing, Corporate, and Professional Education Department has entered into an Intergovernmental Agreement with the Illinois Department of Revenue to upskill existing IDOR employees through credit-bearing accounting courses at LLCC. who complete courses through the college will be eligible for employment advancement at the Illinois Department of Revenue.

MOTION: Move to ratify the Intergovernmental Agreement with the Illinois Department of Revenue.

CLINICAL SITE, AFFILIATION, ARTICULATION, & TRAINING AGREEMENTS

Contract Title	Brief Description	Contractor	LLCC Dept / Program	Term
Intergovernmental Agreement with the Illinois Department of Revenue	The Continuing, Corporate, and Professional Education Department has entered into an Intergovernmental Agreement with the Illinois Department of Revenue to upskill existing IDOR employees through credit-bearing accounting courses at LLCC. who complete courses through the college will be eligible for employment advancement at the Illinois Department of Revenue.	Illinois Department of Revenue	Continuing, Corporate, and Professional Education	November 27, 2023 through December 31, 2028

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Lightcast Renewals
DATE: December 11, 2023

Board approval is requested for the annual contracts for the following Lightcast Solutions: Analyst (labor market data tool), Career Coach (career exploration tool), and Widget Builder (real-time job market data tool). Collectively, these allow for staff to better understand the labor market needs within our region and for students to explore career options and to better understand job availability and wages within specific fields.

Solution	Cost
Career Coach	\$ 13,987
Analyst	\$ 12,000
Widget Builder	\$ 8,000
Total	\$ 33,987

Budget Impact:

Total Funds Requested: \$33,987
Source of Funds: Perkins and WEI grant funds
Projected Revenue: N/A
Projected Savings: N/A

Student Learning Impact:

How will proposed agenda item impact student learning?

These help staff to make data-driven decisions for program development and review and help students to make more informed decisions about enrollment.

How will proposed agenda item be measured?

Successful implementation of this system will be measured by student use in career exploration and staff use in program development and review.

MOTION: Move to approve the annual subscription to Lightcast Solutions for \$33,987.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Monthly Grant Status Report

DATE: December 11, 2023

Attached is the current Grant Status Report for LLCC. It includes all grant requests submitted and accepted during the month of December. It also includes a brief description of the purpose for which the funding is, or has been, solicited.

The Police and Security Department seeks ratification for the application for the Illinois Law Enforcement Training and Standards Board Officer Retention Grant. If awarded, funds will be utilized to provide retention bonuses to LLCC Police and Security Officers.

The Community Education and Health Professions Departments seek ratification for the Perkins Leadership Grant. If awarded, funds will be utilized to offer career exploration summer programming in construction, manufacturing, and healthcare.

The Adult Education and Literacy Department seeks ratification for the application for the Digital Instruction for Adult Education Grant. If awarded, funds will be used to update adult ed computer labs across the district, replacing laptops and acquiring additional devices to expand accessibility.

MOTION: Move to ratify the application for the Illinois Law Enforcement Training and Standards Board Officer Retention Grant in the amount of \$40,400; ratify the application for the Perkins Leadership Grant in the amount of \$85,860 and ratify the application for the Digital Instruction for Adult Education in the amount of \$74,652.

GRANT SUMMARY
December 2023

Grant Title	Brief Description	Grantor	LLCC Department / Program	LLCC Total Monetary Request	LLCC Match	Submitted	Term
Illinois Law Enforcement Training and Standards Board Officer Retention Grant	The Police and Security Department seeks ratification for the application for the Illinois Law Enforcement Training and Standards Board Officer Retention Grant. If awarded, funds will be utilized to provide retention bonuses to LLCC Police and Security Officers.	Illinois Law Enforcement Training and Standards Board	Police & Security	\$40,400	\$0	Yes	January 1, 2024 through January 1, 2026
Perkins Leadership Grant	The Community Education and Health Professions Departments seek ratification for the Perkins Leadership Grant. If awarded, funds will be utilized to offer career exploration summer programming in construction, manufacturing, and healthcare.	Illinois Community College Board	Community Education & Health Professions	\$85,860	\$0	Yes	January 15, 2024 through December 31, 2024
Digital Instruction for Adult Education	The Adult Education and Literacy Department seeks ratification for the application for the Digital Instruction for Adult Education Grant. If awarded, funds will be used to update adult ed computer labs across district, replacing laptops and acquiring additional devices to expand accessibility.	Illinois Community College Board	Adult Education & Literacy	\$74,652	\$0	Yes	January 1, 2024 to December 31, 2024
TOTAL				\$200,912	\$0		

III. Action Agenda

AGENDA ITEM III.A.1

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Revision to Board Policy 8.12 - Leaves
DATE: December 11, 2023

In accordance with 820 ILCS 192 Paid Leave for All Workers Act, that goes into effect on January 1, 2024, the following is a proposed change to Board Policy 8.12 - Leaves

Policy Statement:

Except as may otherwise be provided by the terms of a collective bargaining agreement, the College shall provide ~~leaves~~ benefit leave time for its employees holding benefit-eligible positions or as prescribed by law. Employees will be granted unpaid family and/or medical leave as prescribed by federal and/or state law. Employees shall be eligible for military leave in accordance with the provisions of federal law**.*

Sick Leave: The College shall advance 15 workdays of sick leave per fiscal year to accumulate to a maximum of 360 workdays. For employees on a leave of absence and not actively at work, sick leave will be accrued on a monthly basis at the start of the fiscal year until such time as the employee returns to active employment. Upon separation of employment, employees shall not be compensated for any unused sick leave. Any employee whose employment shall terminate under circumstances where such employee has used advanced sick leave shall be required to repay the College for such leave, and consent to the withholding of the amount of such repayment, or portion thereof, from his or her final paycheck.

Personal Leave: The College shall advance two (2) workdays of personal leave per fiscal year to accumulate to a maximum of five (5) workdays. Upon separation of employment, employees shall not be compensated for any unused personal leave. Any employee whose employment shall terminate under circumstances where such employee has used advanced personal leave shall be required to repay the College for such leave, and consent to the withholding of the amount of such repayment, or portion thereof, from his or her final paycheck.

Part-Time Paid Time Off:

The College shall advance paid time off to non-benefit-eligible, part-time employees who work at least two consecutive calendar quarters and 40 or more hours within the fiscal

year and who have a reasonable expectation that they will be rehired in a subsequent calendar year. Such paid time off shall be advanced on the first day of the employee's assignment. The amount of paid time off advanced will be determined by the number of expected work hours of the assignment, earning one hour for every 40 hours of expected work within the fiscal year. Any unused balance at the end of the fiscal year will not carry over to the next fiscal year. Upon separation of employment, employees shall not be compensated for any unused paid time off. For employees who hold a part-time position with the College in addition to their primary, benefit-eligible position, this leave does not apply. This also does not apply to student employees.

Legal Leave: The College shall provide leave in the event that an employee is subpoenaed to appear as a juror or a witness.

Vacation Leave

Administrators: Employees holding a position designated as administrator shall be advanced 20 days' vacation per fiscal year to accumulate up to a maximum of 40 days. Such employee who works less than an entire fiscal year shall be advanced pro-rated vacation leave. Upon termination of employment for any reason, such employee shall receive compensation for any earned but unused vacation leave. For employees on a leave of absence and not actively at work, vacation leave will be accrued on a monthly basis at the start of the fiscal year until such time as the employee returns to active employment.

Professionals: Employees holding a position designated as professional shall accrue 10.00 to 13.34 hours per month of vacation leave depending upon their number of years of service. Upon termination of employment for any reason, such employee shall receive compensation for any earned but unused vacation leave.

Classified: Employees holding a position designated as classified shall accrue 6.67 to 13.34 hours per month of vacation leave depending upon their number of years of service. Upon termination of employment for any reason, such employees shall receive compensation for any earned but unused vacation leave.

Other Available Leaves:

- *Leave Without Pay*
- *Military Leave*
- *Bereavement Leave*
- *Family/Medical Leave*

Legal Citations:

** 29 USC, Sections 2601-2619*

*** 38 USC, Sections 2021-2027*

MOTION: Move to approve revisions to Board Policy 8.12 – Leaves.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Revision to Board Policy 5.28 – Accessibility Services

DATE: December 11, 2023

This policy change is necessitated by the Removing Barriers to Higher Education Success Act (PA 103-0058) which states that we must list in policy and minimally accept the documentation listed in the act for receiving accessibility services at the college. Our current policy exceeds the standards of the act but does not list the documentation. We are requesting the first and second reading take place at the December board meeting so that it can be implemented prior to the 1/1/2024 effective date of the act.

Policy Statement: *Support services shall be provided to ~~student with accommodation needs including those with disabilities.~~ individuals with a disability. To establish as an individual with a disability, documentation may include, but is not to be limited to, a) documentation of an Individualized Education Program (IEP) b) documentation that the individual has received services or accommodations under a Section 504 plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 c) documentation of a plan or record of service from a private school, local education agency, a state educational agency, or an institution of higher education, d) a record of evaluation from a relevant, licensed professional, e) a plan or record of disability from another institution of higher education, or f) documentation of a disability due to military service in the uniformed services. ~~To be eligible for accessibility services, a student shall provide documentation regarding the specific nature and effect to a major life activity.~~*

MOTION: Waive second reading and approve revisions to Board Policy 5.28 – Accessibility Services.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT : FY 2023 External Audit

DATE: December 11, 2023

The FY 2023 Annual Comprehensive Financial Report (ACFR) is included as a separate attachment for your review. CliftonLarsonAllen, LLP performed the audit for the third year. A member of the auditing firm will be available for questions during the meeting.

Annual Comprehensive Audit and Single Audit Report

Lincoln Land Community College has once again received an unqualified or “clean” opinion on the entire audit. As stated on page one of the Audit Report:

“In our opinion, based on our audit and the report of other auditors, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the discretely presented component unit of the College, as of June 30, 2023 and 2022, and the respective changes in financial position and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America”.

The College’s basic financial statements are designed to emulate corporate presentation, whereby all the College’s activities are consolidated into one total. Following the basic financial statements are the supplementary financial statements, which provide greater detail. Subsequently, the audit deals with compliance with Illinois Community College Board requirements on restricted grants and enrollment reports. The Single Audit report is also presented with information on federal awards.

This year’s audit resulted in no findings for the Annual Comprehensive Financial Report. The Single Audit did identify three significant deficiencies but was not considered a material weakness. These findings have been reviewed and corrected.

Once again, this year the college will be submitting its financial information to the National Association of School Business Officials for the Certificate of Excellence

in Financial Reporting. A Certificate of Excellence Award has been awarded to the College since its first submission in 2001.

I would like to mention that during the exit conference, personnel with CliftonLarsonAllen were very complimentary of our staff and were appreciative of their cooperation and professionalism. I would like to thank everyone for the hard work that has resulted in another clean audit.

MOTION: Move to approve the Fiscal Year 2023 and 2022 Annual Comprehensive Financial Report, Fiscal Year 2023 Single Audit Report and SAS 114 Letter.

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Establishment of 2023 Tax Levy

DATE: December 11, 2023

As you may recall, we begin the budget process in December by establishing the tax levy for the following year. The levy must be completed and filed by the fourth Tuesday in December. Before you this evening is the resolution to adopt the local property tax levy for 2023. Accounting standards implemented under GASB 35 will cause this levy to be recognized for reporting purposes equally between FY 2024 and FY 2025.

The law provides that the levy includes the dollar amount requested rather than the tax rate desired. Consequently, the tax levy in conjunction with the district's equalized assessed valuation (EAV) will determine the tax rate. The Education Fund rate of 27¢ per \$100 of EAV and the Operation and Maintenance Fund rate of 7¢ per \$100 of EAV will remain the same as those extended by County Clerks in the last fiscal year. The proposed levy before you allows for EAV growth of up to 4.99% over CY22 EAV.

The State of Illinois "Truth In Taxation" statute requires taxing bodies to publish a "Public Notice of Proposed Tax Increase" if the "aggregate levy" exceeds the prior year extension by 105%, excluding election and debt costs. The resolution regarding estimated amounts necessary to be levied in 2023, exclusive of debt retirement, includes an "aggregate levy" of 104.75% in excess of the estimated prior year's extension.

LLCC's 2022 extension, exclusive of debt service, was \$34,197,328. The levy recommended to you tonight, exclusive of debt service, is estimated at \$35,821,925. The proposed tax rate is equal to \$0.49402 cents per \$100 EAV which represents a decrease in the tax rate of \$0.00375 as compared to last year's rate.

The total levy for debt service includes \$2,888,616 for the retirement of principal and interest for the General Obligation Refunding Bonds, Series 2016, Alternative Revenue Source General Obligation Bonds, Series, 2019 and General Obligation Refunding Bonds, Series 2020. The Alternative Revenue Source General Obligations Bonds, Series 2019 will be abated in January 2023.

The total estimated 2023 levy of \$38,710,541, including debt service, represents a 4.57% increase over the 2022 extension of \$37,018,057.

I have attached (1) the formal resolution necessary to establish the 2023 tax levy, (2) a copy of the certificate of tax levy to be filed with each county clerk in the district, (3) the truth in taxation certificate of compliance. The district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a truth in taxation notice and hearing will not be required for the 2023 tax levy.

I'll be happy to provide clarification or any additional information.

MOTION: Move to approve the establishment of a 2023 tax levy of \$21,156,823 for educational purposes; \$5,485,102 for operations and maintenance purposes; \$6,490,000 for liability, protection and settlement purposes; \$610,000 for social security and Medicare insurance purposes; \$80,000 for audit purposes; \$2,000,000 for protection, health and safety purposes; and \$2,888,616 for Bond and Interest purposes; for a total of \$38,710,541.

RESOLUTION ON ESTIMATED TAX LEVY FOR 2023

**LINCOLN LAND COMMUNITY COLLEGE
RESOLUTION REGARDING ESTIMATED AMOUNTS
NECESSARY TO BE LEVIED FOR THE YEAR 2023**

WHEREAS, The truth in Taxation Act requires that all taxing districts in the State of Illinois determine the estimated amounts of taxes necessary to be levied for the year not less than twenty (20) days prior to the official adoption of the aggregate tax levy of the district; and

WHEREAS, if the estimated aggregate amount necessary to be levied, exclusive of election costs and bond and interest costs, exceeds 105% of the aggregate amount of property taxes extended or estimated to be extended, including any amount abated by the taxing district prior to such extension, upon the levy of the preceding year, public notice shall be given and a public hearing shall be held on the district's intent to adopt a tax levy in an amount which is more than 105% of such extension or estimated extension for the preceding year; and

WHEREAS, the aggregate amount of property taxes extended for 2022 was:

Educational Purposes.....	\$20,044,326
Operations and Maintenance Purposes.....	5,198,551
Protection, Health and Safety Purposes	1,789,644
Auditing Purposes	75,782
Tort Immunity Purposes	6,516,136
Social Security & Medicare Insurance Purposes	572,889
TOTAL	\$34,197,328

and

WHEREAS, it is determined that the estimated amount of taxes necessary to be raised by taxation for the year 2023 is as follows:

Educational Purposes.....	\$21,156,823
Operations and Maintenance Purposes.....	5,485,102
Protection, Health and Safety Purposes	2,000,000
Auditing Purposes	80,000
Tort Immunity Purposes	6,490,000
Social Security & Medicare Insurance Purposes	610,000
TOTAL	\$35,821,925

And, that the amount of taxes levied for the year 2023 be allocated 50 percent for FY 2024 and 50 percent for FY 2025.

WHEREAS, the Truth in Taxation Act, as amended, requires that all taxing districts in the State of Illinois provide data in the Notice concerning the levies made for debt service pursuant to statute, referendum, resolution or agreement to retire principal or pay interest on bonds, notes, and debentures or other financial instruments which evidence indebtedness; and

WHEREAS, the amount of property taxes levied for the bond and interest purposes for 2022 was \$2,820,729 and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2023 is \$2,888,616. Of which, \$399,006 of the Alternative Revenue Source General Obligation Bonds, Series, 2019 will be abated.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees, Lincoln Land Community College, District No. 526, Counties of Bond, Cass, Christian, DeWitt, Fayette, Greene, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan, Sangamon, Scott and State of Illinois, as follows:

SECTION 1: The aggregate amount of taxes estimated to be levied for the year 2023 is \$35,821,925.

SECTION 2: The aggregate amount of taxes estimated to be levied for the year 2023 **does not** exceed 105% of the taxes extended by the district in the year 2022.

SECTION 3: The amount of taxes estimated to be levied for the year 2023 for debt service is \$2,888,616 which is 102.4% of the taxes levied for debt service for 2022.

SECTION 4: Each county clerk shall also extend a special tax for bond and interest payments as set forth in the certified copy of the resolutions (bond schedules) on file in the office of the county clerk of each county in which District No. 526 is situated.

SECTION 5: The estimated aggregate amount necessary to be levied exclusive of election costs and bond and interest costs, **does not** exceed 105% of the amount of property taxes extended or estimated to be extended including any amount abated by the taxing district upon the levy of the previous year.

ATTEST:

Chairman, Board of Trustees

Secretary, Board of Trustees

**TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE**

This applies to the tax levy for the year 2023 payable 2024

I, the undersigned, hereby certify that I am the presiding officer of Lincoln Land Community College District 526, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of Section 18-60 through 18-85 of the "Truth in Taxation" law.

Check One of the Choices Below:

- 1) The taxing district published a notice in the newspaper and conducted a hearing meeting the requirements of the Truth in Taxation Law.
- 2) The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a notice and a hearing were not necessary.
- 3) The proposed aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a hearing was not held. The adopted aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.
- 4) The adopted levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

Date: December 11, 2023

Presiding officer: _____
Secretary of Board (or) Board Chair

CERTIFICATE OF TAX LEVY

Community College District No. 526, Counties of Bond, Cass, Christian, DeWitt, Fayette, Greene, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan, Sangamon, Scott, and State of Illinois.

We hereby certify that we require:

- the sum of \$21,156,823 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
- the sum of \$ 5,485,102 to be levied as a tax for operations and maintenance purpose (110 ILCS 805/3-1), and
- the sum of \$ 0 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and
- the sum of \$ 6,490,000 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and
- the sum of \$ 610,000 to be levied as a special tax for purposes for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
- the sum of \$ 80,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
- the sum of \$ 2,000,000 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and
- the sum of \$ 0 to be levied as a special tax for _____ purposes, on the taxable property of our community college district for the year 2022.

Signed this 11th day of December, 2023.

Chairman of the Board of Said Community College District

Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district that have not been paid in full **(three)**.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

(Detach and Return to Lincoln Land Community College, 5250 Shepherd Road, P O Box 19256, Springfield, IL 62794-9256)

This is to certify that the Certificate of Tax Levy for Community College District No 526 Counties of Bond, Cass, Christian, DeWitt, Fayette, Greene, Logan, Macon, Macoupin, Mason, Menard, Montgomery, Morgan, Sangamon, Scott, and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2023 was filed in the office of the County Clerk of this county on _____, 2023.

In addition to an extension of taxes authorized by levies made by the Board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the **General Obligation Refunding Bonds, Series 2016, Alternative Revenue Source General Obligation Bonds, Series 2019, General Obligation Refunding Bonds, Series 2020 for the year 2023, is \$1,130,750, \$399,006, and**

Gleckler

\$1,358,860, respectively. The Alternative Revenue Source General Obligation Bonds, Series 2019 will be abated in January 2024.

Date

County Clerk and County

IV. Information Items

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Position Vacancies and Hires
DATE: December 11, 2023

POSITION VACANCIES

Classified

Accounting Technician, Disbursements (FT)
Advancement Program Specialist (FT)
Building Custodian (FT)
Donor Relations Coordinator (FT)
Program Assistant, Center for Academic Success (FT)
Program Assistant, Open Door Workforce Equity Initiative (FT)

Professional

Admissions Specialist (FT)
Communications Manager (FT)
Compliance and Prevention Coordinator (FT)
Early Childhood Education Advocate (FT)
Instructional Designer (FT)
Student Success Coach I - 2 (FT)

Administrator

Director, Recruitment and Admissions (FT)
Registrar (FT)

RESIGNATIONS

Evan Barber	Help Desk Specialist II	12/11/2023
-------------	-------------------------	------------

NEW HIRES

Deanne Mott	Student Success Coach I	01/08/2024
Kellee Phillips	Student Care Coordinator	01/02/2024

MEMORANDUM

TO: Members, LLCC Board of Trustees

FROM: Charlotte J. Warren
President

SUBJECT: Construction Progress Update

DATE: December 11, 2023

Attached is the current Construction Project Status Report for LLCC. It includes all projects that are currently underway and projects that have formal plans and available funding but are not yet underway. The following information is intended to provide a brief overview of the progress of each of the projects since the previous Board Meeting:

PHS Projects – FY21

Water Infiltration Remediation Main Campus Phase 2

The project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

PHS Projects – FY22

Medical District Lighting, Flooring, Water Infiltration

The project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

Sangamon Hall Chiller Repairs and Upgrades

The project is under way.

PHS Projects – FY23

Main Campus Exterior Lighting Upgrade Phase 3

The project is under way.

Main Campus Parking Lot, Drives & Signage

The project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

Door Access & Security Alarm Upgrades

The project is substantially complete.

Sangamon Hall Dust Collection & Gas Safety

The project is under way.

Sangamon & Cass Mechanical Upgrades

We are in the process of re-evaluating the scope to determine the next steps for this project.

PHS Projects – FY24

Interior Wayfinding Phase 1

Development of construction documents is underway.

Jacksonville Storefront & Exterior Wayfinding

Development of construction documents is underway.

Mechanical Upgrades

Development of construction documents is underway.

Security Alarm & Secure Access Upgrades Phase 2

Development of construction documents is underway.

Softball Dugout Code Compliance Upgrades

Development of construction documents is underway.

Small Projects – FY23

Main Campus Classrooms Upgrades and Taylorville Flooring Replacement

The project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

Small Projects – FY24

Electric Vehicle Charging Stations Phase 1

The project is under way.

Jacksonville & Main Campus Classroom Upgrades

Development of construction documents is underway.

Deferred Maintenance Capital Project (CDB Managed)

Generators for South Side of Main Campus

This project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

Exterior Door Security Upgrades

The project is under way.

Fire Alarm System Upgrades

CDB contacted the college in late 2022 to inquire about local share of funds for the above referenced project. We have not heard from CDB since that time on the status of this project and will remove this project from the Construction Project Update beginning in January 2024. We will add an

update to this memo if/when we hear from CDB that funds have been released.

Capital Renewal

Renovate and Expand Student Services (CDB Managed)

The project is under way. Metal stud and drywall installation, mechanical, electrical, and plumbing rough-in continues.

Restricted O & M

Renovate Millennium and Lower-level Sangamon

The project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

Construction Training Lab

This project is currently in the design phase. We anticipate bidding the project in Spring 2024.

Foundation

Kreher Greenhouse – (Informational Item)

The project is substantially complete. We are awaiting completion of punchlist items and closeout documents.

EDA Cares Act Grant

Renovate and Expand Campus Training Facilities

Phase 2 TDT Expansion, Storage Building, Logan Hall:
We are working with BLDD on design for both the Storage Building and Logan Hall.

Restricted Space Configuration Funds

Diesel Lab Renovation

The project is substantially complete with the exception of the floor refinishing, this will occur over Winter Recess.

HUD Economic Development Grant

Truck Driver Training Expansion

This project includes expansion of the truck driver training lot to provide space for usage by additional trucks and trailers which will allow an increase in enrollment in the Truck Driver Training program. We are currently awaiting HUD's authorization to use grant funds.

Excess PHS & Insurance

Baseball Dugout Code Compliance Upgrades

The project is under way.

AGENDA MASTER CALENDAR

<p style="text-align: center;">JANUARY 2024</p> <ul style="list-style-type: none"> • Spring Adjunct Faculty Listing • General Obligation Alternate Bond Levy Abatement • Board Meeting 1/22/24 	<p style="text-align: center;">FEBRUARY 2024</p> <ul style="list-style-type: none"> • Sabbatical Leaves • Approval of Faculty Positions • Faculty Tenure & Continuing Employment Recommendations • Board Meeting 2/28/24 	<p style="text-align: center;">MARCH 2024</p> <ul style="list-style-type: none"> • Administrative Positions • Board Meeting 3/27/24 	<p style="text-align: center;">APRIL 2024</p> <ul style="list-style-type: none"> • Seating of Student Trustee • Foundation Gala 4/27/24 • Board Meeting 4/24/24
<p style="text-align: center;">MAY 2024</p> <ul style="list-style-type: none"> • Student Recognition • Employee Recognition • Commencement 5/17/24 • Board Meeting 5/22/24 	<p style="text-align: center;">JUNE 2024</p> <ul style="list-style-type: none"> • Summer Adjunct Faculty Listing • Budget Workshop • Board Meeting 6/26/24 	<p style="text-align: center;">JULY 2024</p> <ul style="list-style-type: none"> • FY25 Tentative Budget • Board Meeting 7/24/24 	<p style="text-align: center;">AUGUST 2024</p> <ul style="list-style-type: none"> • Board Meeting 8/28/24
<p style="text-align: center;">SEPTEMBER 2024</p> <ul style="list-style-type: none"> • Budget Adoption/Public Hearing • Fall Adjunct Faculty Listing • Board Meeting 9/25/24 	<p style="text-align: center;">OCTOBER 2024</p> <ul style="list-style-type: none"> • PHS Projects • Board Meeting 10/23/24 	<p style="text-align: center;">NOVEMBER 2024</p> <ul style="list-style-type: none"> • Financial Audit Review • Board Meeting 11/20/24 	<p style="text-align: center;">DECEMBER 2024</p> <ul style="list-style-type: none"> • Adopt CY23 Property Tax Levy • Financial Audit Review • Board Meeting 12/16/24

V. Strategic Discussion